



## Rogers Fire Department Standard Operating Procedures

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|--------------------------|---|------------------------|----------------|
| <b>Policy Title:</b>     | EMS Advisory Committee  |                        |                |
| <b>Policy Number:</b>    | 187   | <b>Volume:</b>         | Administration |
| <b>Approved By:</b>      | Tom Jenkins   | <b>Last Updated:</b>   | January 2019   |
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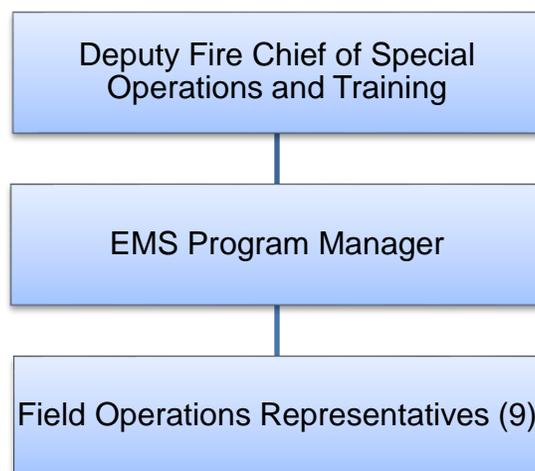
### PURPOSE

To provide policy on the Rogers Fire Department's EMS Advisory Committee including its purpose, membership, and responsibilities.

### POLICY

The EMS Advisory committee is comprised of regular members of the Rogers Fire Department who provide organizational knowledge and training expertise. The committee should be comprised of up to 11 members.

EMS Advisory Committee Organization Chart:



In addition to the regular members, additional personnel may participate in the committee process due to their positions within specialized functions and knowledge of EMS. These additional members include the following:

- Medical Director
- EMS Agency Representatives
- NWACC EMS Program Director
- Rogers 911 Representative

The EMS Advisory committee will formulate and evaluate all EMS operations and practices as requested by the Fire Chief or his designee. EMS topics will be formulated through the identification of needs through the QI process, new practices within the EMS profession, and solicitation from member's ideas and deficiencies recognized within the department. The EMS Program Manager shall distribute information regarding clinical performance indicators to the committee during each monthly meeting (Reference SOP 119). Clinical performance that falls below the threshold listed in the policy shall require the EMS Committee, Medical Director, and EMS Program Manager to identify causes and potential solutions (training, policy, et. al.) to address the performance.

The EMS Advisory committee serves as a formal outlet for safety concerns and considerations. These items may include, but are not limited to, practices, equipment, and policies.

The committee is required to have monthly meetings as well as any additional meetings necessary to meet the needs of the organization. EMS Advisory committee membership and meetings are voluntary. However, to ensure committee members consistently provide input and receive information, a member may only miss two meetings within a calendar year. Absences must be approved by the DFC-SOT. The EMS Program Manager will maintain an attendance log.

### **EMS Advisory Committee Membership**

During the 4<sup>th</sup> Quarter of each year, the membership of the EMS Advisory Committee will be selected. The selection process will be overseen by the DFC-SOT. The process will involve interested personnel submitting a letter of interest to the EMS Program Manager. Current members of the committee must reapply for membership in the following year. The final selection process will be conducted by Command Staff with final approval from the Fire Chief.

Committee members will be chosen with consideration given to experience, training, certification, and shift representation.

This selection process will ensure that all personnel have the opportunity to serve on the committee and to provide an opportunity for different perspectives to be considered.

Committee membership may be revoked with the approval of the DFC-SOT and Command Staff.

### **Organization**

The EMS Program Manager shall develop the agenda and maintain minutes for each EMS Advisory Meeting. In his/her absence, the Administrative Assistant to Emergency Medical Services shall maintain these documents. At a minimum, the following topics shall be addressed at each meeting:

1. Review of collected CQI data and discussion of performance issues
2. Safety-related topics, problems, and policy implementation